Business Rule Changes and Highlights for Federal RPM

- System will be one central database

- Anyone with access rights to the OCS Citrix Server and a UserID and Password for Federal RPM can access the system through a TCP/IP connection. Future enhancements include Web access through an Internet Browser for those with access rights to Federal RPM."

- Each property is assigned a Property Manager. This has been defaulted to the current database manager and must be updated by each property management office.

- Regions - Federal RPM uses a regional approach to giving rights to add, delete or change data in the system. Because of this, a regional structure will be imposed on all properties in the system. For NOAA line offices with an existing regional structure, NWS and NMFS, that regional structure will be used. For NOAA line offices without a regional structure and for the other DOC bureaus a regional identifier consisting of the bureau or line office code and the responsible real property management office will be applied.. For example the region for NOS in Norfolk, VA would be NOS-EASC and the region for a BXA office in California would be BXA-WASC.

- DOC Installation will now be known as a Complex

- Installation, as used in the new system, refers to the GSA 1166 number and associated information

- Complex Records/Screens must be added for all properties/facilities added into Federal RPM (both GSA and DOC owned/leased), as well as those that were not in RSMIS as of the end of January 2001.

  These records will essentially take the place of our current "Installation" level information in RSMIS.

  Note: Even though GSA property records will be automatically established on a monthly basis when we import the RENT bills, Complex Records/Screens must still be manually entered by the user.

- Before any lease info can be added, the Data Manager and/or Realty Specialist must provide the following information to one of the System Administrators, to add a Vendor Record to the system:

  – Vendor/Payee Name, Street Address, City, ST and Zip
  – Vendor Contact name
  – Vendor's Taxpayer Identification Number
  – Vendor's Phone and fax numbers

Once this occurs, you will be able to pick the appropriate Vendor from the table on the lease screen.

- When adding a lease to Federal RPM, you must enter the "Total Square Footage" associated with the lease and the "Rate per Square Foot" on the Space Allocation Screen. The system will then automatically compute the "Annualized Rent."

- Lease Records, as in RSMIS, can still only be tied to one particular Property (even though it may cover multiple properties within an inst/complex). However, actual square footage and costs can (and should) be allocated to multiple organizations when appropriate.

- GSA delegated LEASED buildings will require entering Lessor and Vendor payment information (must establish a commercial lease record)

- Alerts will be posted to the appropriate Property Manager when he/she logs into the system notifying them of upcoming lease expirations, renewals, etc.

- Installation Records in Federal RPM only need to be added for those properties that must be reported to GSA for the annual 1166 Report.

  Note: All properties that will not be reported to GSA for 1166's must be assigned to the default Installation record that has been set up (*specific ID will be provided*).

- All information on the Property Acquisition Screen must be filled out, regardless of whether the property is reported to GSA for 1166's or not.

- All Tickler information from RSMIS has been moved into the Diary records for the appropriate property record in Federal RPM.

- Space allocation will be required for all properties by organization and program task

- GSA rent bill will be compared to Federal RPM monthly and a suspense report will be generated requiring some corrective action in a timely manner

- NOAA's GSA Rent system will be replaced by Federal RPM

- Lease number for GSA assignment will be the CBR number

- Ability to enter Occupancy Agreements into system vs waiting for GSA bill

- Ability to track the cost of Tenant Improvements based on start and end date

- An image can be made part of each building record

- System has energy consumption, preventive maintenance, seismic safety and project management modules

- Eventually, Line Offices will have access to parts of the database

- System can track on-board as well as budgeted personnel

- System will restrict users by screen access and/or regional views

- System will provide data to FIMS and CIMS